

3. Administrative Orders
4. Training and legal bulletins
5. Village ordinances
6. State and federal laws

B. Employees with questions regarding Department literature will request assistance from their supervisor.

**Dissemination of Information:** Personnel shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established department procedures. Personnel shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

**Dissident Groups:** Employees will not, except in the line of duty, knowingly associate with any person or organizations which advocates or foster hatred, oppression, or persecution of any person or group.

**Distraction From Duty:** Employees will not engage in activities or personal business, which would cause them to neglect or be inattentive to duty.

**Divulging Identity:** (CALEA 43.1.5)

A. Employees will not divulge the identity of undercover police officers without authorization.

B. Employees will not address plainclothes police officers under circumstances, which may divulge their identity in an undercover capacity.

## **E**

**Endorsements and Referrals:** Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, personnel shall proceed in accordance with established department procedures.

## **G**

**Gambling:** On-duty employees will not engage or participate in gambling while on or in a Village facility. Employees will not engage in illegal gambling at any time except in the performance of duty and acting under a supervisor's proper and specific orders.

**Gifts, Gratuities, Bribes or Rewards:** For a community to have faith in its police officers and its police department, we must avoid conduct that does not or could cast doubt upon the impartiality of each officer of this department. Personnel shall not compromise their integrity or that of this department, or their profession, by accepting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments, or by using their law enforcement status for personal, commercial or political gain. All department personnel shall refuse favors or gratuities which could be reasonably interpreted as capable of influencing official acts or judgments.

## **H/I**